

**Health, Safety and Wellbeing**

**Policy**

## Table of Contents

1. PURPOSE.....	3
2. SCOPE.....	3
3. DEFINITIONS .....	3
4. POLICY .....	3
5. RELATED DOCUMENTS .....	4
6. RELEVANT LEGISLATION.....	4
7. POSITIONS RESPONSIBLE .....	4
8. APPROVAL INFORMATION.....	5
REFERENCES and ACKNOWLEDGEMENTS .....	5
Appendix 1 – Table 1 – Positions and Responsibilities .....	6

## 1. PURPOSE

The purpose of the Health, Safety and Wellbeing Policy is to provide the framework for AFTT to:

- Ensure the health, safety and wellbeing of all its students and members of the workforce;
- Create and maintain a positive culture and a safe working and learning environment; and
- Establish effective processes to monitor, manage and improve campus safety.

## 2. SCOPE

The Health, Safety and Wellbeing Policy applies to all AFTT students, members of the workforce engaged or appointed by the AFTT while on campus or in a AFTT related off-campus activity, including managed digital environments, and visitors.

For the purpose of this Policy, all AFTT's workforce members are referred to as 'staff'.

## 3. DEFINITIONS

All definitions are located in the *VET Glossary*.

## 4. POLICY

- 4.1. AFTT recognises that both physical and mental health and wellbeing are equally important and might be impacted by work and/or study.
- 4.2. Members of the workforce, students, and visitors have a responsibility:
  - 4.2.1. For their own safety and the safety of the others, and
  - 4.2.2. To comply with safe working and learning practices to prevent injuries and illnesses, and
  - 4.2.3. To act at all times in a manner which does not place at risk the health and safety of themselves or any other person in the workplace or place of learning.Detailed responsibilities are set out in the *Appendix 1 – Table 1 – Positions and Responsibilities*.
- 4.3. AFTT is committed to ensuring the health, safety and wellbeing of its members of the workforce, students, and visitors by:
  - 4.3.1. Developing, implementing, and adhering to health and safety related policies, procedures, frameworks, and handbooks,
  - 4.3.2. Promoting a culture of positive behaviour where understanding, awareness and respect are encouraged, upheld, and nurtured,
  - 4.3.3. Promoting and improving understanding and awareness of health, safety and wellbeing issues through training, workshops, campaigns, and access to information and various support avenues,
  - 4.3.4. Promoting a safe and dignified working and learning environment free from bias and stigma,
  - 4.3.5. Providing safe and reliable systems, equipment, and infrastructure and processes on use and handling those,
  - 4.3.6. Providing sufficient and applicable information, training, and supervision,
  - 4.3.7. Regularly and effectively monitoring the health and safety of staff and workplace conditions,
  - 4.3.8. Preventing, where possible, circumstances detrimental to the health, safety and wellbeing of the students and members of the workforce,
  - 4.3.9. Encouraging and supporting members of the workforce and students to declare any health or wellbeing related matters or cases of misconduct in order to

enable AFTT to develop strategies and implement appropriate measures to make the campus/es a safer place. All such information provided to AFTT will be recorded and kept strictly confidential, and the person making such declarations will be treated with dignity and respect.

## **5. RELATED DOCUMENTS**

- 5.1. AFTT Glossary
- 5.2. Student Code of Conduct
- 5.3. Non-academic Misconduct Policy and Procedure
- 5.4. Discrimination, Bullying, Harassment, and Sexual Misconduct Policy
- 5.5. Sexual Harassment Procedure
- 5.6. Sexual Assault Procedure
- 5.7. Drugs and Alcohol Policy
- 5.8. Critical Incidents Policy and Procedure
- 5.9. COVID Safe Policy
- 5.10. Student Complaints and Appeals Policy and Procedure
- 5.11. Risk Management Framework

## **6. RELEVANT LEGISLATION**

- 6.1. Fair Work Act 2009 (Cth)
- 6.2. Work Health and Safety Act 2011 (NSW)
- 6.3. Work Health and Safety Regulation 2011 (NSW)
- 6.4. Occupational Health and Safety Act 2004 (VIC)
- 6.5. Occupational Health and Safety Regulations 2007 (VIC)
- 6.6. Work Health and Safety Act and Regulation 2011 (QLD)
- 6.7. Workers' Compensation and Rehabilitation Act 2003 (QLD)
- 6.8. Workers' Compensation and Rehabilitation Regulation 2014 (QLD)
- 6.9. Standards for Registered Training Organisations (RTOs) 2025
- 6.10. Standards for Registered Training Organisations (RTOs) 2015
- 6.11. Higher Education Support Act 2003 (Cth)
- 6.12. Higher Education Standards Framework (Threshold Standards) 2021
- 6.13. National Code of Practice for Registration Authorities and Providers of Education and Training

## **7. POSITIONS RESPONSIBLE**

- 7.1. All AFTT members of the workforce, students and visitors.

## 8. APPROVAL INFORMATION

<b>Approval Authority</b>	Governing Council
<b>Health Check approval authority</b>	AFTT CEO
<b>Review date</b>	01/12/2026

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	Governing Council	05/04/2019	05/04/2019	Compilation of pre-existing policies and guidelines	Superseded
1.1	AFTT CEO	28/28/2022	10/09/2022	Amendments as per external reviewer's recommendations. Reference to Risk Management Framework added. Section 4.2, 4.3.5, 4.3.6 and 4.3.7 added. Appendix 1 – Table 1 – Positions and Responsibilities added. State legislation updated.	Superseded
1.2	QERC	30/06/2025	01/07/2025	Std's for RTO's 2025	Current

## REFERENCES and ACKNOWLEDGEMENTS

James Cook University (2013) Work, Health and Safety Policy, viewed on 10 October 2021 at <https://www.jcu.edu.au/policy/work-health-and-safety/health,-safety-and-environment-policy>

James Cook University (2015) WHS-PRO-001 WHS Responsibilities Procedure, viewed on 10 October 2021 at <https://www.jcu.edu.au/policy/procedures/hse-procedures/WHS-PRO-001-WHS-Responsibilities-Procedure>

Western Sydney University (2017). *Work Health and Safety*. Western Sydney University. [https://www.westernsydney.edu.au/whs/whs/whs\\_management\\_system/whs\\_responsibilities](https://www.westernsydney.edu.au/whs/whs/whs_management_system/whs_responsibilities)

University of Wollongong (2016). Roles & Responsibilities for Workplace Health & Safety. University of Wollongong. <https://staff.uow.edu.au/content/groups/public/@web/@ohs/documents/doc/uow016892.pdf>

**Appendix 1 – Table 1 – Positions and Responsibilities**

Position	Responsibilities
The Governing Council (JMC)	<ul style="list-style-type: none"> <li>Overseeing of all matters related to health, safety and wellbeing and risk management across the institution.</li> </ul>
Senior Management	<ul style="list-style-type: none"> <li>Ensuring their knowledge regarding work health, safety and wellbeing is relevant and up to date,</li> <li>Ensuring appropriate and effective resources, systems, and processes to identify, analyse, prioritise, and manage hazards and risks involved in all AFTT 's activities are provided, monitored, and reviewed,</li> <li>Receiving and considering reports on all matters related to health, safety and wellbeing,</li> <li>Ensuring compliance with any legal duty or obligation.</li> </ul>
Dean's (JMC) Heads of Department, Managers and Supervisors	<ul style="list-style-type: none"> <li>Implementing resources, systems, and processes to manage all matters related to health, safety, and wellbeing within their area of responsibility,</li> <li>Identifying and managing hazards and risks associated with activities within their area of responsibility,</li> <li>Providing direction and training on all matters related to the health, safety and wellbeing to persons for whom they have a supervisory responsibility or duty of care,</li> <li>Receiving information regarding incidents, and other health, safety and wellbeing matters and responding appropriately and in a timely manner,</li> <li>Identifying, investigating, and controlling health and safety accidents, incidents, and hazards,</li> <li>Reporting all health and safety accidents, incidents, and hazards to the line manager as soon as is practicable,</li> <li>Encouraging staff to make themselves familiar with health, safety and wellbeing resources and processes,</li> <li>Consulting with staff issues that directly affect matters of their health, safety and wellbeing.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>Adhering to the relevant policies and procedures and compliance with any reasonable instruction,</li> <li>Understanding and following safe work practices, directions and procedures relating to health, safety and wellbeing,</li> <li>Complying with instructions from AFTT and given by emergency response personnel such as Fire Wardens and First Aid Officers,</li> <li>Reporting all health and safety accidents, incidents, and hazards to the line manager as soon as is practicable.</li> </ul>
Fire Wardens	<ul style="list-style-type: none"> <li>Completing relevant training,</li> </ul>

Position	Responsibilities
	<ul style="list-style-type: none"> <li>Coordinating the emergency evacuation of staff, students, and visitors from buildings,</li> <li>Notifying relevant Campus Director of changes in their position or contact details.</li> </ul>
First Aid Officers	<ul style="list-style-type: none"> <li>Ensuring their first aid qualifications and training are current,</li> <li>Checking first aid kits and equipment are appropriately stocked up,</li> <li>Ensuring injuries and administered first aid treatment is recorded,</li> <li>Administering treatment and assisting with emergencies,</li> <li>Notifying relevant Campus Director of changes in their position or contact details.</li> </ul>
Students	<ul style="list-style-type: none"> <li>Adhering to the relevant policies and procedures,</li> <li>Complying with instructions from AFTT and given by emergency response personnel such as Fire Wardens and First Aid Officers,</li> <li>Following safe work practices, directions and procedures relating to health and safety,</li> <li>Seeking information or advice from lecturers and staff before performing new or unfamiliar tasks,</li> <li>Reporting all health and safety accidents, incidents, and hazards to a AFTT 's staff member as soon as is practicable.</li> </ul>
Visitors	<ul style="list-style-type: none"> <li>Complying with instructions from AFTT and given by emergency response personnel such as Fire Wardens and First Aiders,</li> <li>Reporting all health and safety accidents, incidents, and hazards to a AFTT 's staff member, as soon as is practicable.</li> </ul>